
Overview

This standard is about the skills and knowledge needed for you to contribute to maintaining the security of employees, stock, materials, cash and the workplace, and dealing with threats to security.

You will need the skills and knowledge to deal with theft and suspected theft, manage and minimise security risks and maximise the protection of self, others, cash, stock, materials, equipment and premises. You will also need the skills and knowledge to maintain security, monitor losses in food and drink operations and deal with threats to security. These are essential activities in the operation of a profitable food and drink organisation and secure workplace.

This standard is for you if you work in food and drink manufacture and/or supply operations and are involved in security and minimising losses in food and drink operations.

Performance criteria

You must be able to:

Contribute to the maintenance of security

1. confirm security checks are being carried out by others and are performed in accordance with procedures
2. check for potential breaches of security from customers, staff and other external threats
3. implement procedures to ensure allergens and other potential hazards cannot get into premises or product
4. communicate the use of security systems and procedures to the relevant people
5. identify breaches of security and assess the problem
6. make recommendations for action to control breaches of security, which comply with legal and organisational requirements
7. check that the actions agreed to control breaches of security are implemented to an agreed standard
8. process the necessary security documentation within agreed timescales

Deal with security alerts

9. identify and deal with security alerts in accordance with organisational and legal requirements
10. identify and deal with hoax security alerts in accordance with organisational and legal requirements
11. take action to deal with security alerts in ways which will minimise risks and maximise protection
12. report security alerts to the relevant people
13. process the necessary documentation within agreed timescales

Monitor losses and investigate problems within area of responsibility

14. confirm inventory and/or stock control systems are in place and regularly checked
15. confirm procedures are in place to reduce potential risks
16. assess any losses against the potential loss forecast on a regular basis
17. identify and investigate indications of theft and unacceptable losses

18. identify improvement opportunities and make recommendations which comply with legal and organisational requirements to the relevant people
19. check that the actions agreed to minimise the risk of losses and theft are implemented in accordance with procedures
20. monitor that the implemented actions are effective in minimising losses and theft
21. process the necessary stock documentation within agreed timescales

Knowledge and understanding

You need to know and understand:

1. the organisational policies, procedures and objectives for security
2. implications of statutory legislation on security systems and procedures
3. the documentation required to inform and maintain security procedures
4. the importance of security and the potential effect of inadequate security systems and procedures
5. how to carry out security checks
6. how to check that security procedures are being followed in accordance with procedures
7. how to identify breaches of security
8. how to assess security problems
9. roles, responsibilities and accountability of self and others in maintaining security and minimising losses
10. the importance of communication
11. how to identify potential security risks and how these can be addressed to minimise their impact
12. how allergens and cross-contamination can cause losses and breaches in maintaining stock security
13. how to make recommendations to control breaches of security
14. how to assess actual losses against forecast losses
15. organisational loss policy and parameters
16. procedures for dealing with losses and how to identify improvement opportunities
17. how to recognise and respond to hoax and actual security alerts
18. the importance of minimising risks and maximising protection
19. how to report security alerts
20. the need for accurate and complete records

IMPSO203

Contribute to maintaining stock security and minimising losses in food and drink operations



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